

Date:

To:            Teresa Thompson  
                 Accountant I  
                 Finance Department

From:

Subject:      Action Request:  
                 Petty Cash      ☐  
                 Change Fund     ☐

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**Establish a New Fund**

Fund #  
Project #  
Dept.  
Div.  
Amount Requested \$

Signature of Custodian  
Name of Custodian  
Address  
Phone Number  
Estimated Monthly Usage \$

**Modify Amount of Existing Fund**

Fund #  
Project #  
Dept.  
Div.  
Amount Requested \$

Signature of Custodian  
Name of Custodian  
New Amount \$  
Old Amount \$  
Estimated Monthly Usage \$

**Change Custodian of Existing Fund**

Fund #  
Project #  
Dept.  
Div.  
Amount \$

Old Custodian Name  
New Custodian Signature  
New Custodian Name  
Phone Number  
New Address

**Change Project or Fund of Existing Fund**

Old Fund #  
Old Project #  
Old Dept.  
Old Div.  
Name of Custodian

New Fund  
New Project  
New Department  
New Division

**FOR FINANCE DEPARTMENT USE ONLY**

Custodian Name  
Vendor Name  
Vendor Number  
Finance Dept. Approval: